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EC58-513 Keys to a Successful Meeting

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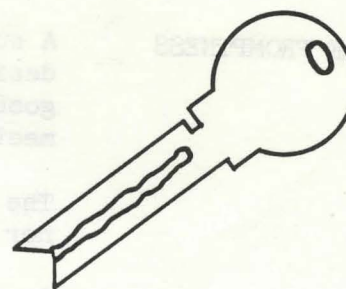
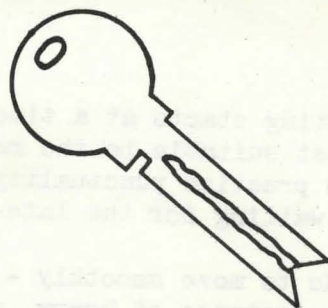
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Keys to a Successful Meeting

Have you ever given a thought as to why you look forward to attending certain meetings?

Most often the enjoyable meetings have been those where you have taken part, and where you have had the feeling of belonging to the organization. Likewise, the program has most likely been carefully planned, with the business session being conducted according to simple rules of parliamentary procedure.

There is really no one "magic" key which may be depended upon to open the door to successful meetings! However, a combination of keys, which are applicable to your group, should result in opening the door to a successful meeting.



OF PLANNING

Membership of the group needs to be considered when selecting a meeting place. Meetings held in homes provide an environment of friendliness and informality. On the other hand, an organization with a larger membership may find public meeting places more desirable.

Many times a bit of preplanning with the hostess prior to the meeting will pay dividends. For example, discussing the equipment and the arrangements needed for a food demonstration with the hostess sometime before the guests arrive, will not only save time, but will also contribute to the serenity of the hostess!

Plan, too, for the children. With someone in charge, many groups have arranged for "a children's hour" in another room, and during the summer months out-door games may be planned.

Since a social hour often contributes to the lasting memories of a successful meeting, this might also need to be considered in your planning. If your club decides to have refreshments at each meeting, simplicity in food and service is the keynote to success. Seek and strive for refreshments that require a minimum of time in preparation and serving. Remember that a tired hostess may not be a gracious hostess!



OF PROMPTNESS

A successful meeting starts at a time which has been designated as most suitable to the members. It is just good business to practice punctuality in opening your meeting without waiting for the late-comers!

The meeting needs to move smoothly - neither wasting time - nor giving the appearance of hurry, rush or confusion!

Remember too - that it is just as important to close the meeting on time!

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OF COMFORT

We all like to be comfortable at a meeting.

The temperature of the room, the seating arrangement, and the lighting, all contribute to a receptive audience.

Have you observed that those who can see and hear a demonstration seldom whisper or go to sleep? During the business session club officers have also observed that member participation has been improved when the officers are seated around a table.

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OF SOCIABILITY

Successful organizations provide opportunity for all to participate and to share responsibilities. The awareness and use of the talents of all members becomes the life blood of any organization.

While we are living in a busy world of hurry and rush, let us not forget that acts of courtesy, friendliness, and kindness are lasting memories of successful meetings.

And, let's not forget that a sincere "thank-you", or an expression of appreciation for a task well-performed is not "old fashioned", but rather a lasting memory for both those who give and those who receive the courtesy!